

Request for Proposal

STATE OF ALABAMA LONG TERM COMMUNITY RECOVERY (LTCR) SUPPORT

Description of Services

For the duration of the contract period, contractor will assist the State of Alabama, namely the Alabama Department of Economic and Community Affairs (ADECA), in policy and programmatic guidance related to LTCR responsibilities as directed by Governor Robert Bentley's Executive Order Number 18, issued June 13, 2011. The number of staff and duration of work effort may be extended or may vary depending on need, as well as the resources made available to the State from other sources to support the cost of contractor support. As additional personnel are brought on to support the State of Alabama LTCR efforts, and as the organization(s) become more capable and experienced, the requirement of contract staff may also diminish.

General Requirements

- Must possess experience as a prime contractor with State and/or Local governments.
- Must have the capacity and capability to handle multiple events.
- Must support LTCR at state and local level in a measurable way.
- Must have the ability to add value to the LTCR situations/issues in a demonstrative and measurable format.
- Must be able to provide single source detailed billing (i.e., billing, time sheets, etc.)
- Be able to provide regular reports at intervals determined by ADECA of tasks and other activities performed by the individual/organization to document the services performed. Work products produced as a part of the support efforts will be for immediate use in an operational setting.
- Personnel must have excellent communication skills (both written and oral).
- Personnel should be able to communicate with local, state, and federal officials at all levels.
- Personnel should be able to write, review, and amend project worksheets and/or mitigation applications.
- Personnel should understand the latest FEMA policies and procedures including, but not limited to, all facets of program delivery, project formulation, documentation, and close-out operations.

Qualification Requirements

The Respondent has a continuing obligation to disclose information throughout the RFP process should any qualifications or situations change that might render the Respondent as an unqualified candidate.

The following are the minimum qualifications:

1. The Respondent has been providing similar services as described in this RFP for five years.
2. The Respondent will be qualified with the Secretary of State to conduct business in the State of Alabama, if selected. For more information, visit the Secretary of State website at www.sos.alabama.gov and click Corporations.
3. The Respondent covenants that it will have no interest, direct or indirect, that will conflict in any manner or degree with the performance of the contract. The Respondent shall employ no person having any such known interests.
4. The Respondent has a policy and practice of equal employment opportunity and nondiscrimination based on age, race, creed, and/or gender.
5. The Respondent attests that all workers providing the services described in this RFP are either citizens of the United States or are in proper and legal immigration status that authorizes them to be employed for pay within the United States.

Preference will be given to those firms who have successfully provided similar services to the federal, state, or local governments. The State of Alabama has the right to exercise any or all options according to its needs and available funding including, but not limited to, rejecting a bid in excess of its funding for the Project.

Interested individuals or corporations shall submit a proposal and Statements of Qualifications (SOQ) that include:

- The name of the firm, its principal place of business, and office locations.
- General information on the firm and its experience.
- Provide details of any claims, disputes, litigation, SEC or state regulatory action, or other legal proceedings relating to your firm or individual personnel in the three preceding years.
- Provide details of any claims, disputes, litigation, or other legal proceedings where your firm is involved with the State of Alabama or any of its agencies, or has been involved, in the three preceding years.
- Describe any activities in which you or your firm is engaged which may constitute a conflict of interest.
- A statement of the firm's qualifications as they apply to this project including only those projects completed within the past five years.
- The names and contact information of five clients who may be contacted, including at least two for whom services were rendered during the preceding year, at least on projects similar to this project.
- The proposed approach to conduct the work.

- The qualifications of proposed staff, including a description of their role and availability to work on the project. Provide a resume or brief description of each person's background.
- Identify the principal person or team who would be assigned to this project.
- Will the staff initially assigned to this project remain consistent until the project completion? If not, please provide additional information.
- Rates and total project cost.

Activities and Work Plan:

Activities and support to be made available will be directly related to the provision of staffing, management, guidance, and technical assistance associated with the implementation of responsibilities of The Governor's Office of the State of Alabama, ADECA, and/or other agencies in support of the State of Alabama and County, Local and/or eligible Private Non-Profit organizations. Specific activities include, but are not necessarily limited to, the following:

- Support and design, organization, and initial implementation of the LTCR plans.
- Develop recommendations related to how critical disaster-related needs identified by the Office of the Governor, ADECA, and/or other state agencies may be addressed through Federal or related authorities.
- Conduct research and/or provide briefings on the extent and limitations of Federal disaster relief programs
- Provide impact analysis on federal actions and strategy for state recovery efforts.
- Develop guidance and assist with the implementation of a planning structure for use by the State to carry out LTCR efforts at the local, regional, and statewide levels.
- Prepare talking points, information sheets, and white papers for the Governor, Governor's Special Counsel, ADECA Director, and others as directed on key disaster issues.
- Investigate and provide guidance to State staff related to specific programmatic issues associated with the delivery of Federal aid/funding and the interface of that delivery with State programs, people, and activities.
- Assist, through the provision of guidance and direct staff support, the Governor's and the LTCR's efforts to develop and implement new initiatives, actions, and programs.
- Provide planning and strategic guidance support for the activities and operations of the ADECA LTCR Section.
- Develop recommendations on Federal disaster programmatic issues and policy interpretation.
- Provide subject matter experts to help inform deliberations on appropriate recovery planning and implementation measures.

- Provide impact analysis on federal actions and strategy for state response.
- Provide recommendations for post disaster mitigation funding.
- Other duties as assigned.

Selection Criteria:

All proposals timely received will be reviewed by the Selection Committee. The Committee will recommend proposals to ADECA Director, Jim Byard, Jr., that most closely meets the requirements of the RFP. After the review and evaluation of the proposals, the Director or the Committee may conduct interviews. Finalists chosen for interviews will be notified, if applicable. ADECA's Director reserves the right, in his sole discretion, to award a contract based upon the written proposals received without additional discussion or negotiations.

ADECA's Director will select the respondent he determines, in his sole discretion, to be fully qualified and best suited among those submitting proposals to fulfill the purposes of the RFP in a cost effective manner. The following will be used in making the selection.

1. Company experience and qualifications
2. Proposed project staff's qualifications and experience
3. Previous relevant experience
4. Rates and total project cost
5. Outline of the project approach
6. References
7. Availability to commit adequate resources to provide timely response

Pursuant to Ala. Code § 41-16-72(4)(1975), as amended, the State of Alabama reserves the right to accept or reject any or all proposals to this RFP and will select the winning proposal based on the criteria above.

Required Information:

Proposals should be as thorough and detailed as possible so that your capabilities to provide the required services can be properly evaluated.

To be considered, responses to this RFP must include: (1) a brief transmittal letter, (2) a statement of fees with total project cost; and (3) a disclosure statement.

All proposals submitted in response to this RFP must include one original and completed Disclosure Statement as required by Ala. Code § 41-16-80, et seq., (1975), as amended. Copies of the Disclosure Statement and information may be downloaded from the Alabama Attorney General's web site at www.ago.alabama.gov/ag_items.cfm.

The RFP should be limited to 25 pages, not including attachments (resumes, photographs, charts, etc., if desired). Interested parties must submit one original and four copies no later than 4:00 p.m., Central Standard Time, January 5, 2012 (the "Submission Deadline") to:

Mr. Robert Milliman, State Disaster Recovery Coordinator
ADECA
P. O. Box 5690
Montgomery, Alabama 36103-5690

It is the responsibility of the Respondent to ensure that its proposal is timely delivered and received in the ADECA LTCR Office on or before the Submission Deadline. ADECA will not consider proposals received after the Submission Deadline. ADECA assumes no responsibility for late delivery by the U.S. Mail, the State's Central Mail Facility, a commercial courier service, or any other method of delivery selected by the Respondent.

All programmatic questions should be directed in writing on or before December 29, 2011, to Robert Milliman. Discussions initiated by the Respondent with ADECA staff other than Robert Milliman concerning this RFP prior to the contract award may be grounds for elimination from the selection process. Questions and answers will be posted at <http://adeca.alabama.gov/ltr>

Agreement:

All duties of the Respondent shall be set forth in a contract agreement between the Respondent and ADECA. The contract will incorporate reference to the requirements of the RFP and the Respondent's proposal as negotiated. Contract requirements may need to be amended to comply with funding source criteria.

State law prohibits ADECA from agreeing to (1) indemnify the Respondent; (2) waive the right for jury trial; (3) grant a security interest; or (4) binding arbitration. Additionally, it is mandatory that Alabama laws apply to the performance of the contract and that jurisdiction and venue be in Montgomery, Alabama for state and federal courts.

Public Information

All responses received will be subject to the Alabama Open Records Act, Ala. Code § 36-12-40, (1975), as amended, and may be subject to public disclosure upon request. The Open Records Act is remedial and should therefore be liberally construed in favor of the public. The Alabama Trade Secrets Act is Ala. Code §§ 8-27-1 to 8-27-6, (1975), as amended. Responders are cautioned to be familiar with these statutes. The burden is on the one asserting the trade secret to show that the information sought to be protected meets the definition of a Trade Secret as defined in the Act.

Any RFP response submitted that contains confidential, trade secrets, or proprietary commercial information must be conspicuously marked on the outside as containing confidential information, and each page upon which confidential information appears must be conspicuously marked as such. Identification of the entire bid proposal as confidential is not acceptable unless the Respondent enumerates the specific grounds

or applicable laws which support treatment of the entire material as protected from disclosure according to the foregoing statutes or other applicable Alabama law.

The owner of the confidential information shall indemnify and hold the State of Alabama, ADECA, and ADECA's staff harmless from all costs or expenses including, but not limited to, attorney fees and expenses related to litigation concerning disclosure of said information and documents.